

# THE PEAR TREE PRESCHOOL

## JOB DESCRIPTION – Supervisor

**Title:** Supervisor – The Pear Tree Preschool  
**Reports to:** Managing Director/ Director  
**Location:** Ajax, ON

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### **Job Summary:**

The Supervisor provides and coordinates the necessary support, resources, supervision and leadership to ensure the provision of nurturing care and education to young children in a group setting, in accordance with the goals and curriculum plans of the centre, the philosophy and policies of The Pear Tree Preschool, and in strict compliance with the CCEYA, Child Care and Early Years Act and the local Department of Health.

### **Principle Duties & Responsibilities:**

- Ensures and facilitates the smooth functioning of all aspects of the child care centre in order to best serve children and families
- Provides supervision, leadership and support to all centre staff
- Conducts ongoing informal and annual formal performance evaluations of centre staff
- Facilitates the recruitment and coordinates the selection, hiring and orientation of all new staff to the centre, within company-approved processes and policies
- Ensures licensing requirements are met at all times
- Maintains operation of the centre within the approved budget, in consultation with the Director
- Coordinates staff scheduling within approved teacher-child ratios
- Oversees and manages all elements of centre enrollment and ensures the smooth integration of new client-children into the centre
- Works closely with the Director (or senior staff with admin responsibilities, as applicable) to ensure the efficient administrative operation of the centre
- Consults, supports and provides guidance to teaching staff in evaluating and revising children's programming as required
- Develops and maintains positive relationships and regular communication with parent-clients; facilitates or directly provides mediation and resolution to parent-program conflicts which arise
- Ensures regular liaison and communication, as required and applicable, with third parties, including landlord, custodial service, maintenance services, (school administration, school board as applicable to position), etc.
- Ensures appropriate professional development opportunities are made available to centre staff, within centre and company budget parameters and in accordance with identified training needs of staff at the centre
- Markets the centre to prospective client-parents, within company standards
- In collaboration with the College teaching team, facilitates the placement, orientation and evaluation of ECE students on placements at the centre
- Is an active, contributing member of the company's Management Team, providing input to Senior Management (Director & Managing Director) on policy and other matters affecting the company. Communicates key messages on decisions made by the Management Team to centre staff on an ongoing basis.
- Performs other duties as may be assigned from time to time by the Director

### **Qualifications:**

Minimum: ECE diploma or provincially recognized equivalent. Registered member of the College of Early Childhood Educators of Ontario. Valid Standard First Aid and Level "C" CPR. Negative criminal records check. Demonstrated child care centre management/supervisory experience. Solid knowledge of the CCEYA. Superior interpersonal skills; high degree of initiative and dedication; team player; commitment to high quality programming for children and a supportive work environment for staff.